

## **REQUEST FOR PROPOSAL - COMMISSIONING SERVICES**

### **Southeast Recreational Facility (SERF) Replacement**

University of Wisconsin – Madison

Madison, WI

DFD Project No. 14L2T

May 16, 2016

For

THE STATE OF WISCONSIN

DEPARTMENT OF ADMINISTRATION, DIVISION OF STATE FACILITIES

101 East Wilson Street, 7th Floor - P.O. Box 7866

Madison, WI 53707

### **PROJECT INFORMATION**

The project consists of the design and construction of a new 240,560 GSF Southeast Recreation Facility (SERF) on the UW-Madison campus. The existing SERF will be demolished as part of the project, and the new facility will be built in the same general area. The new building will include basement mechanical space, a penthouse; and program space on four floors plus a mezzanine. Program space includes an approximately 54,000 GSF natatorium, as well as 3 gymnasiums totaling 8 stations, several multi-purpose rooms, over 30,000 GSF of fitness space, multiple locker rooms, restrooms, administrative space, and support spaces.

The total project budget is \$87,541,000; and the construction budget is approximately \$70,000,000.

The owner's project requirements are described in the Southeast Recreational Facility Replacement Program Statement dated May 16, 2016; as prepared by Workshop/HOK. An electronic copy of the program statement is available on DFD's "Current A/E Selection Opportunities" web page.

The commissioning services provider will be contracted separately from the design team and will report directly to DFD Project Manager and the DFD Construction Representative.

### **PROPOSED PROJECT SCHEDULE**

Selection of Commissioning Agent	June 2016
Building Commission Authorization	December 2016
Construction Bids Received	August 2017
Start of Construction	October 2017
Substantial Completion of Construction	October 2019
Occupancy	November 2019
Project close-out	January 2020

Commissioning services will commence immediately upon execution of a contract and will conclude with a post-occupancy services approximately one year after Substantial Completion of the new facility.

### **PROJECT DESIGN TEAM**

Role	Organization/Firm	Contact Person	Contact Email	Contact Phone
Agency	UW Madison	Ann Hayes	Ann.hayes@wisc.edu	608-265-4673
Owner	State of WI – DFD	Erik Sande	Erik.sande@wisconsin.gov	608-266-2886
Architect & Prime A/E	Workshop Architects	Wally Johnson	wallyj@workshoparchitects.com	414-272-8822
Architect & Prime A/E	HOK	Doug Baraza	<a href="mailto:doug.baraza@hok.com">doug.baraza@hok.com</a>	(816) 472-3360
Mechanical & Electrical Designer	KJWW Engineering	Kris Cotharn	<a href="mailto:cotharnka@kjww.com">cotharnka@kjww.com</a>	608-223-9600
Plumbing and Fire	Thunderbird	Jim Mickowski	jimm@thunderbirdeng.com	608-223-9040

Protection Designer				
Civil Designer	Bloom Consultants	Harry Farchmin	<a href="mailto:hfarchmin@bloomcos.com">hfarchmin@bloomcos.com</a>	414-292-4515
Aquatics Designer	Water Technology	Steve Crocker	<a href="mailto:scrocker@wtiworld.com">scrocker@wtiworld.com</a>	920-344-3162
Structural Engineer	GRAEF	Loei Badreddine	<a href="mailto:Loei.badreddine@graef-usa.com">Loei.badreddine@graef-usa.com</a>	608-242-1550
Energy Consultant	Weidt Group	Dana Kose	<a href="mailto:dana@twgi.com">dana@twgi.com</a>	(877) 938-1588

### **CONSULTANT QUALIFICATIONS**

Firms and/or individuals interested in performing commissioning services in response to this RFP will have performed commissioning services for recreational/athletics facilities and aquatics facilities. Provide documentation of expertise, qualifications and descriptions of relevant past projects. Identify firm individuals and their roles on those past projects, as well as the individuals anticipated to be on the SERF project team.

### **SCOPE OF COMMISSIONING SERVICES**

Level 2 Commissioning services are being requested. The intent of the commissioning effort and the primary role of the commissioning agent is to verify that the building's operating systems are installed, calibrated, and performing correctly at the time of Substantial Completion in accordance with the Construction Documents. Further definition of Level 2 Commissioning can be found in the DFD A/E and Consultant Policy and Procedure Manual which is viewable on the DFD website ([www.doa.state.wi.us/dfd](http://www.doa.state.wi.us/dfd)).

The following general scope items are to be included in the proposal:

1. Prepare a complete Commissioning Plan in hard copy and electronic format. The Plan should describe all commissioning activities, identify the roles and responsibilities of each party for each activity, sequence each activity in coordination with the GPC's master project schedule, and record results, measurements, and other relevant data for all commissioning activities. The Commissioning Plan must cover the construction phase, the substantial completion phase, the warranty phase, and the post construction/occupancy phase.
2. Participate in the Preliminary and Final Design phases of the project. Efforts during the design phase included completion of preliminary and final design reviews, including the preparation of written comments. Additionally, the Commissioning Agent shall participate in a minimum of 2 meetings during the Preliminary Design Phase, and 2 meetings during the final Design Phase. Meetings will be held in Madison, Wisconsin.
3. Review DFD commissioning forms for project specifics, and make recommendations for suggested edits to the Prime A/E as part of preliminary and final design review.
4. Provide sufficient on-site time for observations, coordination with contractors, review of contractor's construction verification checklists, witnessing of functional performance testing, attending and evaluating operations and maintenance training for staff/building users, resolving construction and commissioning issues, and documenting activities in accordance with the Commissioning Plan.
5. Attend a minimum of thirty (30) commissioning progress meetings during the construction phase and the substantial completion phase to report on commissioning efforts and to assist in resolution of construction/commissioning issues.
6. Participate in a building systems warranty review approximately nine months after substantial completion and report/document conformance with the Commissioning Plan. Coordinate with DFD and the contractors in the resolution of unresolved issues.

7. Participate in a building systems operations review approximately eleven months (four full seasons) after substantial completion and report/document conformance with the Commissioning Plan. Coordinate with DFD and the contractors in the resolution of unresolved issues. Coordinate with DFD and the building occupants to identify “lessons learned” that might be useful to the State on future projects.

### **COMMISSIONING ACTIVITIES / SERVICES**

The following activities correspond to DFD’s Commissioning policy and procedures that can be found in Section Two of the [A/E and Consultant Policy and Procedure Manual](#). Reference the manual for a more detailed description of the required services.

<b>Commissioning Requirements</b>		<b>Cx Policy Referen ce</b>	<b>Table 2.1 &amp; 2.2 Ref.</b>
<b>Design Phase</b>			
<input checked="" type="checkbox"/>	Review Basis of Design/Design Concept to evaluate if construction documents meet Owner’s Project Requirements and DFD standards.	2.E.2.a	4.
<input checked="" type="checkbox"/>	Provide input to Prime A/E for inclusion of construction verification check lists and functional performance test forms into the construction specifications.	2.E.2.b	5.
<input checked="" type="checkbox"/>	Review Preliminary Design documents to evaluate and comment on the design meeting the Owner’s Project Requirements, DFD standards, and applicable codes.	2.E.2.b	5.
<input checked="" type="checkbox"/>	Review Preliminary Design documents to evaluate and comment on the design meeting the Owner’s Project Requirements, DFD standards, and applicable codes. Also confirm incorporation of Preliminary Review comments, constructability, coordination of documents, and content and format of construction verification checklists.	2.E.2.b	5.
<input checked="" type="checkbox"/>	Review Bid documents for inclusion of DFD, UW, and CxP comments	2.E.2.b	5.
<input checked="" type="checkbox"/>	Develop a Commissioning Plan including commissioning team, procedures, system tests, test sampling, milestones and responsibilities.	2.E.2.c	8.
<input checked="" type="checkbox"/>	<b>Construction Phase</b>		
<input checked="" type="checkbox"/>	Conduct regularly scheduled Commissioning Meetings and provide updated commissioning plan tracking status and responsibilities..	2.E.3.d	9.
<input checked="" type="checkbox"/>	Maintain an Issues tracking and resolution list including commissioning, test and balance issues, deficiencies, non-conformance items and responsibilities.	2.E.3.e	11.
<input checked="" type="checkbox"/>	Perform field checks of the contractor completed Construction Verification check lists. If more than 10% deficiencies and recheck is required it is the contractor’s responsibility for the CxP’s time and material..	2.E.3.f	12.
<input checked="" type="checkbox"/>	Establish sampling protocol for Functional Performance Testing and witness and document Functional Performance Testing and report deficiencies on the issues list.	2.E.3.g	13.
<input checked="" type="checkbox"/>	Review Construction Verification, Functional Performance Testing and HVAC testing and balancing and report deficiencies on the issues list including tracking responsibilities and resolution.	2.E.3.h	14.
<input checked="" type="checkbox"/>	Review Operations and Maintenance Manuals for inclusion of the Cx comments into the A/E’s review.	2.E.3.i	16.
<input checked="" type="checkbox"/>	Attend agency training sessions, collect attendee training and evaluate and review for adequate training.	2.E.3.k	19.
<b>Post Construction Phase</b>			
<input checked="" type="checkbox"/>	Develop and distribute commissioning report with draft submitted upon substantial completion.	2.E.4.a	21.
<input checked="" type="checkbox"/>	Within 10 months of substantial completion coordinate and facilitate a substantial completion review meeting and document findings to complete the final commissioning report.	2.E.4.b	22.
<input checked="" type="checkbox"/>	Witness the Seasonal Functional Performance Testing and document the results	2.E.4.c	23.

## **COMMISSIONED SYSTEMS**

The following systems will be commissioned:

### **General Construction**

- ☒ Division 13 Pool Systems & Equipment
- ☒ Division 14 Elevators

### **Site Utilities**

- ☒ Water Distribution Systems
- ☒ Sanitary Sewer and Storm Drainage Systems
- ☒ Steam and Condensate Systems
- ☒ Chilled Water Systems
- ☒ Compressed Air Systems
- ☒ Electrical Power Distribution Systems
- ☒ Communications Systems

### **HVAC**

- ☒ Temp. Control and Building Automation Systems
- ☒ Testing and Balancing
- ☒ Variable Frequency Drives
- ☒ Piping Systems, Valves and Specialties
- ☒ Ductwork and Casing Systems
- ☒ Pumps
- ☒ Coils and Heat Exchangers
- ☒ Fans and Air Handlers (Including Smoke Control, if required)
- ☒ Compressors and Condensing Units
- ☒ Terminal Units
- ☒ Fan Coils, Unit Ventilators, Unit Heaters (Including Data Room Cooling Units, if required)
- ☒ Heat Recovery Systems
- ☒ Humidifiers

### **Electrical**

- ☒ Lighting and Daylighting Controls
- ☒ Conductors, Conduit, Raceway and Cable Tray
- ☒ Grounding and Bonding
- ☒ Transformers
- ☒ Switchgear, Switches and Circuit Breakers
- ☒ Motor Control Centers and Motor Starters
- ☒ Panelboards
- ☒ Metering
- ☒ Communications Systems
- ☒ Fire Alarm Systems
- ☒ Generators and Transfer Switches
- ☒ Access Control Systems
- ☒ Audio/Visual System Components & Controls

### **Fire Protection**

- ☒ Sprinkler and Standpipe Systems
- ☒ Fire Pumps and Controls

### **Plumbing**

- ☒ Domestic Water Systems
- ☒ Domestic Hot Water System
- ☒ Plumbing Equipment
- ☒ Plumbing Fixtures

## **Deliverables**

Deliver all required submittals in electronic form, either in source or PDF form, in formats compatible with DFD's computer equipment and software. In addition, provide two hard copies.